SHOW INFORMATION: A-Z GUIDE

For General Inquiries and Questions:

Reed Exhibitions / 383 Main Avenue / Norwalk, CT 06851

Phone: 888.425.9377 (Toll-Free) / 203.840.5622 (Outside U.S.)

Fax: 203.840.9622

Email: inquiry@hardware.reedexpo.com

****To view additional resources for the information below, please view the Exhibitor Manual here.****

SHOW SCHEDULE

EXHIBITOR SERVICE CENTER - FREEMAN is the Official General Contractor of the **NATIONAL HARDWARE SHOW®** and will maintain an Exhibitor Service Center during set-up, show days and dismantling located in the Central Hall Tunnel as well as level 2 of the South Hall. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

EXHIBITOR SERVICE CENTER HOURS – staff will be available at the **FREEMAN** Services Center as follows…

DAY	DATE	TIME
Thursday	April 30, 2015	1:00 PM – 5:00 PM
Friday	May 1, 2015	8:00 AM – 5:00 PM
Saturday	May 2, 2015	8:00 AM – 5:00 PM
Sunday	May 3, 2015	8:00 AM – 5:00 PM
Monday	May 4, 2015	8:00 AM – 5:00 PM
Tuesday	May 5, 2015	8:00 AM – 5:00 PM
Wednesday	May 6, 2015	8:00 AM – 5:00 PM
Thursday	May 7, 2015	8:00 AM – 8:00 PM
Friday	May 8, 2015	8:00 AM – 5:00 PM
Saturday	May 9, 2015	8:00 AM – 12:00 PM (Noon)

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MOVE-IN & SET-UP HOURS:

NATIONAL HARDWARE SHOW® is a **TARGETED SHOW**. Please go to the **SHIPPING SECTION** of the online manual to download the **COLOR-CODED TARGET FLOORPLAN** which will give you your specific targeted date & time for move-in. Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date/time, but your freight shipment(s) should be at the convention center on that date and time. Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date & time applies to when your shipment(s) must be received by - it does not mean you must begin to set-up your booth at that time.

If you have questions regarding your move-in, please contact **FREEMAN** for more information regarding move-in times and dates at **702.579.1700**.

Thursday, April 30, 2015	**1:00 PM – 5:00 PM By Target**
Friday, May 1, 2015	**8:00 AM – 5:00 PM By Target**
Saturday, May 2, 2015	**8:00 AM – 5:00 PM By Target**
Sunday, May 3, 2015	**8:00 AM – 5:00 PM By Target**
Monday, May 4, 2015	**8:00 AM – 5:00 PM By Target**

All exhibits must be fully installed by Monday, May 4, 2015 at 5:00 PM.

OVERTIME CHARGES APPLY to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime on Saturday, Sunday and Holidays.

NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or adverting/sponsorship fees.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first, and is automatically "on target". Show-site shipments are unloaded on a first-come-first-serve-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM - 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the **Las Vegas Convention Center** via loading docks and designated entrances ONLY.

Any booth not occupied by ***3:00 PM, Monday, May 4, 2015***, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.

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ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Monday, May 4, 2015. No shipment to the facility will be accepted after ***5:00 PM, Monday, May 4, 2015***, or at any time on ***Tuesday, May 5, 2015***. Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash/debris in the aisles ***AFTER 5:00 PM, Monday, May 4, 2015***, will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshal will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

SHOW DATES & HOURS:

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.

Tuesday, May 5, 2015	**9:00 AM – 5:00 PM**
Wednesday, May 6, 2015	**9:00 AM – 5:00 PM**
Thursday, May 7, 2015	**9:00 AM – 3:00 PM**

All exhibits must remain fully intact until the official close of the Show

DISMANTLING & MOVE-OUT HOURS:

Thursday, May 7, 2015	**4:00 PM – 10:00 PM**
Friday, May 8, 2015	**8:00 AM – 5:00 PM**
Saturday, May 9, 2015	**8:00 AM – 12:00 PM (noon)**

The Show will officially close at ***3:00 PM on Thursday May 7, 2015***, at which time; **FREEMAN** will begin removing all aisle carpet. We anticipate this will take (1) one hour to complete. Beginning at approximately 4:00 PM, FREEMAN will return fiber cases and cardboard boxes placed in their empty storage. The crate and skid return will continue throughout the evening with all crates returned prior to ***Midnight Thursday evening, May 7, 2015*****.**

Please facilitate this effort by keeping the aisles around your booth clear until the carpet has been removed. No exhibits or displays may be dismantled, packed, or removed in whole or part before ***Thursday, May 7, 2015 at 4:00 PM***.

DO NOT leave material in your booth unlabeled at any time - it may be presumed to be abandoned and mistaken for trash.

2016 NATIONAL HARDWARE SHOW® SPACE SELECTION - Sign up for the **2016 NATIONAL HARDWARE SHOW®** at the Sales Booth located in the Central Lobby. Next year's show dates are ***May 3-5, 2016***, right here at the Las Vegas Convention Center.

2016 NATIONAL HARDWARE SHOW® HOTEL REQUESTS - Be sure to stop by the **NATIONAL HARDWARE SHOW®** Travel Desk, Tuesday, ***May 5, 2014 through Thursday, May 7, 2015*** to request the hotel of your choice for the **2016** Show. Requests are made on a first-come-first-serve basis, so sign-up early.

AGE RESTRICTIONS - In accordance with display rules & regulations and security measures, there will be no strollers allowed on the exhibit hall floor at any time. Also, no one under the age of 18 will be allowed on the exhibit hall during move-in and move-out days.

AIR CONDITIONING AND HEATING - Air conditioning and / or heating on the show floor of the Convention Center is provided during show days and hours only.

ANIMALS –

- **DOMESTICATED ANIMALS -** Service animals are always welcome. Please refer to the ADA – American Disabilities Act portion of this manual for the ADA's definition of a service animal**.** Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by show management, then by the Convention Services Manager**.** The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.)**.** A separate certificate of insurance must be submitted in the amount of $1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured**.** Animals will not remain in the building overnight**.** A trainer must accompany animals at all times. It is the animal owner's responsibility to clean up after the animal while on LVCVA property.
- **NON-DOMESTICATED ANIMALS -** Will be considered on an individual basis**.** Contact your Convention Services Manager for assistance**.** It is the animal owner's responsibility to clean up after the animal while on LVCVA property**.** Seeing eye/assistance animals are always welcome.

AUDIO VISUAL - FREEMAN Audio Visual Solutions is the official audio/visual service contractor of the **NATIONAL HARDWARE SHOW®**. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms. **FREEMAN AV** will maintain a full staff on-site at the **Exhibitor Service Center**.

BALLOONS/STICKERS -Show management and your Convention Services Manager must approve the use of balloons.

- **PERMITTED**
  - Helium balloons larger than 36 inches separate or tethered, are allowed in the exhibit halls
  - Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored
  - Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit
  - Balloons may be used outside but must be tethered and may require FAA approval

- **PROHIBITED**
  - Overnight storage of helium or compressed air cylinders in the building is prohibited
  - Helium balloons may not be used for handouts, however smaller air-filled balloons may be used for decoration and/or handouts
  - No helium balloons or blimps may be flown around the exhibit hall
  - Balloons may not be released out-of-doors due to airport flight patterns in the area

- **ADDITIONAL PLANNING NOTES**

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved Fire Prevention stands with the regulators and gauges protected from potential damage
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA
- Stickers are prohibited on property

BOOTH EQUIPMENT – INVENTORS SPOTLIGHT - Each 7'x5' booth will be set with 8' high BLACK drape, 3' high side dividers, BLACK carpet one 4' BLACK draped table, two side chairs and a 7"x44" one-line identification sign.

BOOTH EQUIPMENT – SHOW FLOOR - Each 10'x10' booth will be set with 8' high back drape, 3' high side dividers and a 7"x44" one-line identification sign. Colors for show vary by area. For **Outdoors, Tailgate & Recreation** booths are not provided with drape or tents.

- **Hardware & Tools:** BLUE and WHITE Drape/BLUE Aisle Carpet
- **Homewares:** BURGUNDY and WHITE Drape/BLACK Aisle Carpet
- **International Sourcing:** GOLD and WHITE Drape/LATTE Aisle Carpet
- **Lawn, Garden & Outdoor Living:** GREEN and WHITE Drape/GREEN Aisle Carpet
- **Made In USA**: Red, White and Blue Drape/BLUE Carpet
- **Paint & Accessories:** PLUM Drape/PLUM Aisle Carpet
- **Plumbing & Electrical:** RED and WHITE Drape/RED Aisle Carpet

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BOOTH FURNISHINGS - Booth equipment, services and furnishings are available through the Official General Contractor, **FREEMAN**. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

BULK BUYER PROGRAM: - Bulk Buyers can register in Room **C102** for a fee of $250.00.

The **BULK BUYER PROGRAM** is geared to those **EXHIBITOR'S** who sell the products that they are displaying within their booth. If the purchasing company needs to access to the Show Floor to secure these items at the close of the event, then the purchasing company must register as a **BULK BUYER**.

The following system was put in place to maximize security and protect the Exhibitor from product theft. In addition, this system keeps unauthorized people off the Show Floor during the vulnerable closing hours and protects Show Management and fellow exhibitors from unwarranted liability issues.

Both the **EXHIBITOR** and **BULK BUYER** must adhere to the following rules/procedures. We thank you in advance for your cooperation.

EXHIBITOR

1. Go to the **FREEMAN Exhibitor Service Center**
2. Get a **Material Handling Agreement (MHA)** at the Freight Counter after 12:00 Noon on Wednesday, **May 6, 2015**

3. Advise the **FREEMAN Service Rep** the name, address and phone number of the company to whom you sold the product/booth contents to
4. Take the **MHA** to the **EAC Office** located in **C102**
5. Instruct the **BULK BUYER** to go to Room **C102** in order to register, get the MHA documents needed for loading the freight and get badges for their personnel to access the hall after the show closes

BULK BUYER

1. Go to Room **C102** in order to register, secure the **MHA** documents needed for loading the freight and get badges for your personnel to access the hall after the show closes. The **BULK BUYER** will complete the following forms…
2. **Form 1** - **Indemnification Agreement**
3. **Form 2** - **Bulk Buyer Receipt Form** - remit payment (certified check, money order or cash)
4. **Form 3** - **Bulk Buyer Registration Form** - lists which booths the **BULK BUYER** will be securing product from
5. **Form 4** - **Bulk Buyer Personnel Form** - **BULK BUYER** will list all of the personnel needed on the event floor
6. **REED EXHIBITIONS** will assign the **BULK BUYER** an alpha designation for each badge, number each one and provide clear badge holders to the **BULK BUYER** (i.e. ABC company will have badges A-1, A-2, etc. XYZ Company would have B-1, B-2, etc.)
7. **BULK BUYER** will receive **Form 5** - **Exhibitor Bulk Buyer Property Release Form** - one form for each booth the **BULK BUYER** has purchased product from
8. Along with the MHA, the Bulk Buyer will hand in a completed **Exhibitor Bulk Buyer Property Release Form (Form 5)** which details the product taken from each booth. **THIS FORM NEEDS TO BE AUTHORIZED BY THE SELLING COMPANY AND VALIDATED BY A FREEMAN FREIGHT REP AT THE POINT OF LOADING THE FREIGHT.**

Questions? Call Rich Askintowicz pre-show at 203.840.5419.

BUSINESS CENTER - The Fed-Ex Office can be found at the Main Entrance of both the Central and South lobbies of the Las Vegas Convention Center; open 8:00 AM to 5:00 PM daily, and also across from Hall C3 on Show Days.

CAMERA POLICY - Personal cameras and videotaping equipment are strictly prohibited in all exhibit areas. Authorized press personnel and photographers must register for **NATIONAL HARDWARE SHOW®** badges in the Press Office. If you plan to photograph your booth using someone other than the Official Show Photographer, you must make arrangements through the Press Office.

CATERING - Aramark Corporation has exclusive rights to all catering in the facility. Menus, order forms and the discount pricing cut-off date can be found in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual. Please be sure to indicate your booth number on all forms. **Aramark Corporation** will maintain a full staff on-site at the **Exhibitor Service Center**.

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CHARITABLE DONATIONS - Opportunity Village representatives will be located on-site at the **Exhibitor Service Center**. Please feel free to call **(702) 287-4999** if you would like a representative to visit your booth prior to show closing.

CHEMICALS - All chemicals brought into the facility must be labeled and accompanied by the applicable MSDS (Material Safety Data Sheets) or SDS (Safety Data Sheets) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted. The Lessee is responsible for the handling and removal of chemicals used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
The Lessee is responsible for the tracking of all chemicals brought into the facility. Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.

CLEANING - Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours. If you would like cleaning services for your booth — vacuuming, shampooing, trash removal — you can order these services from the Official General Contractor, **FREEMAN** by accessing the forms in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual. Please be sure to indicate your booth number on all forms. If you have rented carpet from **FREEMAN**, the rental price includes the first night vacuuming. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

COAT AND LUGGAGE CHECK - located in the East Lobby Level 1 across from the Hall C3 entrance and Level 1 of the South Hall Lobby. Overnight storage is located in the Security Office, MR C102 in the Central Hall and MR S201 in the South Hall.

COMPUTER AND LED SUPPLIER - National Micro-Rentals (NMR) is the official computer and LED supplier of the **NATIONAL HARDWARE SHOW®**. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms. **National Micro-Rentals (NMR)** will maintain a full staff on-site at the **Exhibitor Service Center**.

COPYRIGHTED MUSIC - If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.
The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

- ***ASCAP Licensing Department*** / 1 Lincoln Plaza / New York , NY 10023 / Tel: 212.621.6000
- ***BMI (Broadcast Music, Inc.)*** / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800.925.8451 or 615.401.2000

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Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

COVERED EXHIBITS GUIDELINES - Please refer to the **MULTI-LEVEL / COVERED EXHIBITS GUIDELINES** section of this manual.

CRATE REMOVAL, STORAGE AND RETURN - Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth**. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the **FREEMAN** desk located at the **Exhibitor Service Center**. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUSTOMS BROKER / INTERNATIONAL SHIPPING - TWI Group is the official provider of international shipping, customs brokerage, freight forwarding and related services of **NATIONAL HARDWARE SHOW®**. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments. Visit the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for more information. **TWI Group** will maintain a full staff on-site at the **Exhibitor Service Center**.

DISPLAY REGULATIONS **- CUBIC CONTENT -** The **NATIONAL HARDWARE SHOW ®** follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.

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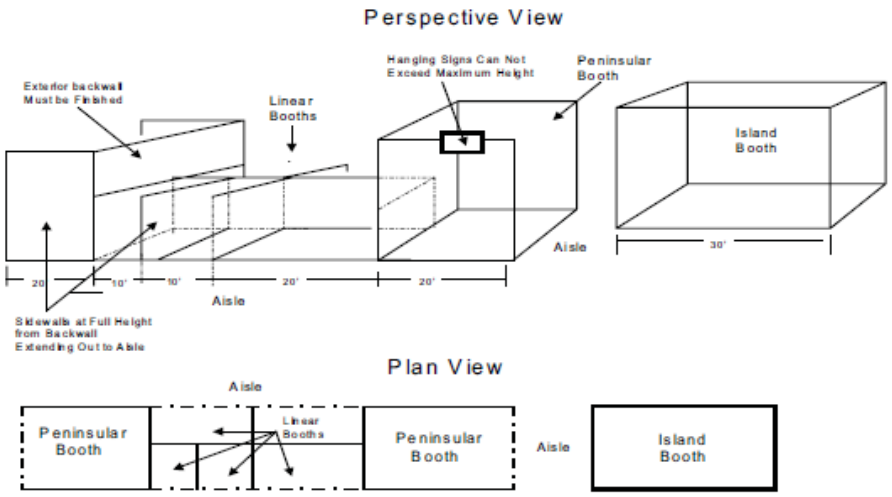

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly. Maximum allowable height is also directly affected by the ceiling height of your booth area. Be sure to check the ceiling height map in this manual before planning your display.

- **Linear Booth** - Bounded by 1 or 2 aisles. **MAXIMUM HEIGHT LIMIT = 12 FEET**
- **Peninsula Booth -** Bounded by 3 aisles. **MAXIMUM HEIGHTLIMIT = 20 FEET**
- **Island Booth -** Bounded by 4 aisles. **MAXIMUM HEIGHT LIMIT = 23 FEET**

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials

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DISPLAY REGULATIONS **- DEMONSTRATION AREAS -** Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

DISPLAY REGULATIONS **- DEMONSTRATION EQUIPMENT -** Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DISPLAY REGULATIONS **- DISPLAY BOOTH SPECIFICATIONS AND GUIDELINES -** Exhibitor's display booth(s) shall conform to the following specifications - the maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

- **Linear Booth** - Bounded by 1 or 2 aisles. **MAXIMUM HEIGHT LIMIT = 12 FEET**
- **Peninsula Booth -** Bounded by 3 aisles. **MAXIMUM HEIGHTLIMIT = 20 FEET**
- **Island Booth -** Bounded by 4 aisles. **MAXIMUM HEIGHT LIMIT = 23 FEET**

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials

If you have a question about the type of your booth, please contact Reed Exhibitions Operations*

DISPLAY REGULATIONS **- DO NOT BLOCK AISLES OR INVADE NEIGHBOR'S SPACE -** No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DISPLAY REGULATIONS **- EXPOSED AREAS MUST BE FINISHED -** All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After ***5:00 PM on Monday, May 4, 2015*** any part of a booth with unfinished side or back-walls will be draped by Show Management at the expense of the exhibitor.

DISPLAY REGULATIONS **- FLOOR COVERING GUIDELINES** - Reed Exhibitions will furnish carpet for all aisle ways in the Convention Center, and the daily cleaning and vacuuming of all aisle ways in all exhibition areas. **Floor covering is required in all display booth areas**. Flooring may consist of hard wood, Astroturf or carpeting. No vinyl or linoleum may be used. Carpet is available through the Official Service Contractor, **FREEMAN**, at Exhibitor's expense, or Exhibitor may provide their own carpet. Booth vacuuming is not included with the rental of carpeting from the Official Service Contractor. It must be ordered separately.

DISPLAY REGULATIONS **- GOOD TASTE AND THE RIGHTS OF OTHERS -** Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

DISPLAY REGULATIONS **- GRAPHICS ON NEIGHBORS' SIDE -** The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

DISPLAY REGULATIONS **- HANGING SIGNS -** Hanging signs must comply with the ***DISPLAY REGULATIONS*** **- HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

DISPLAY REGULATIONS **- HEIGHT LIMITATIONS** - The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth

display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

- **Linear Booth** - Bounded by 1 or 2 aisles. **MAXIMUM HEIGHT LIMIT = 12 FEET.** Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.
- **Peninsula Booth -** Bounded by 3 aisles. **MAXIMUM HEIGHTLIMIT = 20 FEET.** Exhibit booths must also be at least 20 feet deep and 20 feet wide to meet Show Management's requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 feet to top of sign. Two-sided Signs must be hung 5 feet from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.
- **Island Booth -** Bounded by 4 aisles. **MAXIMUM HEIGHT LIMIT = 23 FEET.** Booths must also be 20 feet deep and 20 feet wide to meet Show Management's requirements for hanging signs. Hanging signs in island booths may reach a height limit of 23 feet to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials

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DISPLAY REGULATIONS **- SOUND LEVELS -** Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. Reed Exhibitions will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the convention center.

DISTRIBUTION OF FOOD, BEVERAGES AND TOBACCO - The **Las Vegas Convention Center** has exclusive contracts with certain food and beverage providers, e.g., soft drink. All exhibitors serving food and/or beverage must comply with the rules and regulations set forth by the **Las Vegas Convention Center Catering Departments**.

All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by the legal manufacturer and/or distributor.

Please refer to the **Exhibitor Menu Form** found in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for all rules and regulations pertaining to Food Service. No Outside Food & Beverage is allowed and **Aramark** is the exclusive provider of all catering services at the **Las Vegas Convention Center**.

A special permit is required from the State of Nevada for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Nevada Statutes, rules and regulations. Identification must be checked prior to serving alcoholic beverages, and distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the SECC, in compliance with no smoking laws.

ELECTRICITY & FACILITY LIGHTNING - All electrical work will be done exclusively by the Official General Contractor, **FREEMAN**. You may access the electrical order forms and view the discount pricing cut-off date in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual. Please be sure to indicate your booth number on all forms. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

Lighting on the show floor of the Convention Center is provided at 50% on move-in and move-out days and at 100% on show. Floor power will be turned on at **8:00 AM**. If you require 24-hour power in your booth, please be sure to place your order in the **Exhibitor Service Center** at the electrical desk. **Electrical Power and full lighting will be supplied to exhibits on Show Days 8:00 AM – 5:30 PM except closing day when the show closes at 3:00 PM. For your convenience, full lighting will take place on Monday, May 4, 2015 from 2:00 PM to 5:00 PM.**

For safety and conservation reasons, the LVCVA will now enforce the following requirements of their existing 24-hour show power policy:

1. All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 8:00 AM the following morning
2. In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor

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EXHIBIT HALL CARPET - The exhibit areas (booths) are NOT carpeted. The aisles will be carpeted as listed under the **BOOTH EQUIPMENT** section. To enhance the appearance of your booth, rental carpet is available through **FREEMAN**. Please refer to the Carpet Brochure and Order Form in the **FREEMAN** Online Service Manual located in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual.

EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS - Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual to access information and order forms. Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at 8:00 AM during Show days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters located in the Central and South Hall lobbies**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

Reed Exhibitions will furnish Exhibitor with badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. Reed Exhibitions will also furnish badges for

Exhibitor's independent sales representatives whose names were supplied to Reed Exhibitions by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by Reed Exhibitions, and the wearer will be refused further entry into display areas for the duration of the event
- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days***. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.***
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand written badge). Any alteration to the Exhibitor badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the event.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post in Room C101. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.

EXHIBITORS WITH SPECIAL REQUESTS - In the interest of fairness to all exhibitors, variances to allowable display heights will not granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Rich Askintowicz - **Operations Manager - Reed Exhibitions**
raskintowicz@reedexpo.com - Tel: 203.840.5419

FACILITY LIGHTING - Lighting on the show floor of the Convention Center is provided at 50% on move-in and move-out days and at 100% on show. Floor power will be turned on at **8:00 AM**. If you require 24-hour power in your booth, please be sure to place your order in the Exhibitor Service Center at the electrical desk. **Electrical Power and full lighting will be supplied to exhibits on Show Days 8:00 AM – 5:30 PM except closing day when the show closes at 3:00 PM. For your convenience, full lighting will take place on Monday, May 4, 2015 from 2:00 PM to 5:00 PM.**

For safety and conservation reasons, the LVCVA will now enforce the following requirements of their existing 24-hour show power policy:

3. All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 8:00 AM the following morning
4. In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor.

FEED THE WHALES - A whale is a mini-dumpster on wheels that is used to collect trash from the exhibit halls during move-in and move-out. We created this program to address safety and security concerns that have become apparent during move-in and move-out. It benefits everyone if we can keep the aisles clean in terms of streamlining move-in activities and maintaining a safe environment. It is imperative we work together so the Show opens "Clean". Special plastic bags are available ***free of charge*** at the Floor Manager counters and at the **FREEMAN** Service Desks. Rather than throwing trash in the aisle, we ask exhibitors and their contractors to utilize these trash bags and dispose of them in the "Whales". Some items that we really need your help on are visqueen, packing materials and general trash. Please note that ALL boxes MUST be broken down. Whales will be placed at various points along the main cross aisles. If you have any question at all, you can ask your Floor Manager.

The **Whale Program** will improve the working space on the show floor during move-in. It may also help to save you money on your own booth's cleaning cost by keeping ahead of things. Finally, we believe that this is absolutely necessary in order to maintain a safe work environment for everybody. An aisle full of trash is like a blocked fire exit. Please advise your booth personnel and designated set-up people of this program. Any Exhibitor or Contractor who throw any type of trash (including poly) into the aisle on Tuesday morning prior to Show opening, will not only be charged for the trash removal but will risk their participation at future Shows.

FIRE AND SAFETY REGULATIONS - The Las Vegas Fire Marshal, in conjunction with the Las Vegas Convention Center, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall.

- All means of entrance and exit must be clear and free from obstruction at all times
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth
- All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times
- Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used
- Construction and demolition of multi-level booths and exhibits requires compliance with OSHA fall protection regulations (1926 Subpart M)
- Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Fire Prevention office. See Halogen Lamp Restriction in this section
- Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Fire Prevention Office
- Vehicles in the building for loading or unloading must not be left with engine idling

- Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Fire Prevention Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
- When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20ft
- Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Fire Prevention Office and the Convention Services Manager
- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
- The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning
- Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility
- Use of LPG (propane) outdoors must be approved by the LVCVA Fire Prevention Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50ft. (2003 NFPA 101, 13.7.4.3.2)
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event
- Fireplaces must be listed as vent less or self-venting for indoor use in order to obtain approval for burning inside the facility
- Vented fireplaces cannot be burned since venting directly outdoors is not possible
- Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact
- Screen front fireplaces will not be approved for burning
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations

- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed in the "Application for Food Preparation within Exhibits" and submitted to the Fire Prevention Office

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FLOOR MANAGERS - We have professional Floor Managers working on the Show floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

FLORAL/PLANT RENTAL - ExpoEase is the official florist of the **NATIONAL HARDWARE SHOW®**. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms. **ExpoEase** will maintain a full staff on-site at the **Exhibitor Service Center**.

GREEN INITIAVITES - The **NATIONAL HARDWARE SHOW®** is committed to reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products and using recycled products are just a few of the steps we have taken toward "**green**" tradeshow experience. For example sending out this Service Manual in a web based format conserves over 150,000 pieces of paper previously used for the 3-ring binder format!

Here are a few examples of what you can do to help the environment:

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication, email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing where ever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics disposed or consumed.
- Reduce packing material by utilizing recyclable materials and take advantage of convention center recycling options for packaging.
- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.

Reed Exhibitions has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to **Reduce, Reuse and Recycle** whenever possible.

- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at show site. This process **reduces** the printing and mailing of unnecessary badges.
- Our offices are set up to **recycle** paper, plastic, cans.
- We design a show look for a minimum of 3 year lifecycle and **recycle** graphics for the same period.

- We have **reduced** paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual **reduces** our paper consumption by over 150,000 sheets on this show alone.
- Where ever possible we partner with local charities to provide donation opportunities for our exhibitors as a way to "**reuse**" leftover products and merchandise, thus saving on packing materials and carbon emissions by not shipping home. A great way to "Reuse" material for a good cause.

HALOGEN LIGHTING - The Las Vegas Convention and Visitors Authority (LVCVA) has experienced several fire safety incidents arising from the use of stem and track mounted halogen light fixtures attached to exhibit booths and where the fixtures utilize linear halogen bulbs. Typically these hazards arise from misuse and poor maintenance practices, rather than from any deficiency in the design of the fixture or halogen bulb it contains.

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

Alternative Designs:

The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

SHOW INFORMATION: A-Z GUIDE

UNAPPROVED HALOGEN BULBS

SHOW INFORMATION: A-Z GUIDE

APPROVED HALOGEN BULBS – 75 watts max

HANDOUTS - Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HAZARDOUS MATERIAL –

- All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted
- The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility
- The Lessee is responsible for the tracking of all hazardous material brought into the facility
- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee

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HOTEL/TRAVEL DISCOUNTS - The **NATIONAL HARDWARE SHOW®** is offering discounts on ground transportation and hotel accommodations. Get discounted hotel rates by booking your room on the **Official Housing Website** located in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual.

SHOW INFORMATION: A-Z GUIDE

INSPECTION DEADLINE - Any booth not occupied by ***3:00 PM on Monday, May 4, 2015*** will be presumed abandoned. If there is freight in the booth and Show Management believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available. If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact the Sales Management team to let them know of this important deadline.

All exhibits must be completely set by ***5:00 PM on Monday, May 4, 2015***. Although exhibitors may fine tune their booth before show opening on ***Tuesday, May 5, 2015***, no shipment will be accepted at any time past ***5:00 PM on Monday, May 4, 2015***, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours.

LABOR ORDERS - Please make arrangements for the dismantling of your booth by Wednesday afternoon, **May 6, 2015**. Only then can you be reasonably assured of a start time.

LABOR REGULATIONS - Las Vegas has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found by contacting **FREEMAN** directly at **702.579.1700**.
There are 3 distinct ways a booth can be set-up and dismantled.

1. Hire **FREEMAN** labor
2. Hire an Exhibitor Appointed Contractor (EAC). - LINK TO EAC TAB
    - Exhibitors using contractors other than **FREEMAN** for labor and/or supervision must return the **EXHIBITOR APPOINTED CONTRACTOR** form to Show Management prior to **Monday, March 30, 2015**. **NO EXCEPTIONS CAN BE MADE AFTER THIS DATE**. EAC's must meet specified requirements & **must** also be registered with the Las Vegas Convention Center.
3. If you are plan to set-up your own booth
    - Exhibitor is required to have with a Certificate of Insurance which names Reed Exhibitions and others (see the Certificate of Insurance sample in **EXHIBITOR APPOINTED CONTRACTOR** section of the online manual) as an additional insured as well as documentation of full-time employee status such as paycheck stub or health insurance card. If you cannot produce the required documentation, the personnel without the required documentation will have to vacate the premises and you will need to hire labor from the General Contractor.

Examples of individuals **NOT ELIGIBLE** to perform booth set up and dismantle are: MANUFACTURERS REPRESENTATIVES, DISTRIBUTORS, SPOUSES, RELATIVES, TEMPORARY OR DAY LABOR AND PART TIME EMPLOYEES OF ANY TYPE.

Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of all people on the show floor is a prime concern to everyone. People without the proper documentation will be asked to leave the show floor.

LEAD RETRIEVAL SYSTEMS - Refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual to access information and order forms. Pick-up

your lead retrieval unit on **Sunday, May 3, 2015 or Monday, May 4, 2015, 8:00 AM to 5:00 PM**, at the **Exhibitor Service Center**. **Don't wait until the first day of the show!**

LIABILITY AND INSURANCE - Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with John Buttine Insurance Inc. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for contact information.

EXHIBITOR INSURANCE

1. ***Insurance ; Losses.***

(i) Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of ***US$1 Million Dollars****, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage.. Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*

(ii) Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.

(iii) Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.

(iv) Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."

SHOW INFORMATION: A-Z GUIDE

LICENSE AGREEMENT - Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

LOST & FOUND – located in the Show Management Office - room **N243 Level 2 of the Central Lobby and S219 Level 2 of the South Hall.** It will be staffed and operational during the following times:

Saturday, May 2, 2015	**8:00 AM – 6:00 PM**
Sunday, May 3, 2015	**8:00 AM – 6:00 PM**
Monday, May 4, 2015	**8:00 AM – 6:00 PM**
Tuesday, May 5, 2015	**9:00 AM – 6:00 PM**
Wednesday, May 6, 2015	**9:00 AM – 6:00 PM**
Thursday, May 7, 2015	**9:00 AM – 5:00 PM**
Friday, May 8, 2015	**8:00 AM – 5:00 PM**
Saturday, May 9, 2015	**8:00 AM – 12:00 PM (noon)**

MATERIAL HANDLING AGREEMENTS/ SHIPPING INFORMATION - All freight that is to be shipped from the Las Vegas Convention Center must be accompanied by a Material Handling Agreement unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the **Exhibitor Service Center**. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the **FREEMAN** Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES - FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Las Vegas Convention Center. Material handling includes return of your empty cartons and crates at the close of the Show. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

MEETINGROOMS –

- **EXHIBITS IN MEETING ROOMS: N101-N120, N201-264, C201-206, S101-118, S201-233**
  - Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape
  - When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene. Fork lifts, electric carts, etc. are not permitted on the second floor. All freight and materials must be moved via pallet jack or hand cart
  - Exhibitor crates and pallets must be placed on rollers or Visquene
  - No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings
  - Nothing may be affixed to meeting room walls or doors without approval of the Convention Services Manager

- No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Fire Prevention Office at least 60 days in advance of set up. Plans may be faxed to **702.892.2919** or emailed to boothplans@lvcva.com
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only
- Meeting room air walls will be moved only by LVCVA personnel. Air walls must be configured prior to laying carpet over building carpet. Contact your Convention Services Manager if you need assistance
- Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information

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MEETINGS IN YOUR BOOTH - If you plan to use your booth to conduct meetings before or after official show hours, you must obtain an EARLY/LATE access form from the on-site Show Management Office the day prior to your meeting. Authorization will not be granted for a pre-show appointment on the day of request. Access to the show floor will for these meetings will be the C1 Entrance for the Central Hall and South Lobby Level 1 entrance of the South Hall.
Early/Late access form will include the following information:

1. The exhibiting company and booth number
2. List of the non-exhibitor personnel visiting the booth which will be forwarded to Security
3. The time and date of the meeting
4. The name of the exhibitor who will meet the non-exhibitor personnel, along with Security, at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance

PLEASE NOTE: All attendees and booth personnel must have a **NATIONAL HARDWARE SHOW®** badge to enter the exhibit hall. Please send your VIP ticket to your guests to register themselves, and use the Exhibitor Badge Form in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual to register your booth personnel.

MERCHANDISE PASSES - Merchandise may not leave the floor until close of show, **Thursday, May 7, 2015 at 3:00 PM.** In order to leave the exhibit hall with merchandise, you must obtain a merchandise pass at the Floor Manager Counters.

MULTI-LEVEL / COVERED EXHIBITS GUIDELINES –

❖ **RULES AND REGULATIONS**

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Fire Prevention Office no later than 45 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show
- Multi-level or covered areas. Definitions:
  - **Multi-level** – Any occupied second story or greater area which is accessible by an approved means of egress
  - **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code
  - **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit **only** when the following conditions apply
  - The exhibit is used in an event where the duration is 7 calendar days or longer
  - The exhibit contains display vehicles
  - The exhibit contains open flame
  - The exhibit contains hot works
- Any upper deck area to be occupied must have an approved plan with an engineering stamp
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served
- Means of egress shall be of an approved type and constructed to the requirement of the code.
  - Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele
- Exhibits with multi-levels, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72
- Any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the LVCVA Fire Prevention office for approval prior to the exhibit coming onto the

LVCVA property. Please send plans to the LVCVA Fire Prevention Office at 3150 Paradise Road, Las Vegas, NV89109. Plans may be faxed to **702.892.2919**. Plans may also be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Fire Prevention Office.

❖ **FIRE WATCH**

- Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit
- The requirement to have a fire watch will be handled on a case by case basis

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NO FREIGHT AISLES - All items left in **"NO FREIGHT"** aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. "NO FREIGHT" aisles are required by Clark County Fire Rescue Division, and will be clearly marked.

NO NAILS OR SCREWS - Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OUTBOUND SHIPPING - FREEMAN Transportation is the Official Carrier of the **NATIONAL HARDWARE SHOW®**. Please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **FREEMAN Transportation** will maintain a full staff on-site at the **Exhibitor Service Center**.

PARKING – From the LVCC…

❖ **GENERAL INFORMATION**

- The current parking fee is $10.00 (we accept cash or credit cards) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense
- When not used as part of an outdoor exhibit, the only parking lot where privately owned, enclosed vehicles (i.e., box vans, RVs, enclosed trailers, etc.) are permitted to park is the Gold and Green Lots
- Parking lot capacities are available upon request
- If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your Convention Services Manager for paid parking dates.
- LVCVA Management will determine the number of parking spaces and location within the controlled parking area for Show Management. A reasonable number of parking passes that

allow access or egress for paid parking spaces will be given to Show Management. The LVCVA will provide adequate signage to reserve the spaces

❖ **RULES AND REGULATIONS**

- All parking attendants and traffic control personnel will be provided by LVCVA for standard traffic patterns
- Parking is prohibited at all loading docks, dumpsters, compactors, entrances to buildings, along drives, crosswalks, hashed-out areas, fire hydrants, building perimeter red-lined areas, spaces posted with signs, red curbs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times.
- No shuttle bus/truck staging with long term engine idling is permitted along the South Drive or North Road at any point
- Service contractor trailer storage in any parking lot is prohibited without the prior approval of the Director of Convention Services and the Convention Services Manager
- When lot usage is for parking, a minimum number of ADA accessible parking spaces will remain and be determined by LVCVA management with traffic control personnel provided by the LVCVA
- Individuals with special parking situations or concerns should inquire at the Traffic Operations Office for assistance at (702) 892-7415

PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT - In the interest of safety, only those full time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Appointed Contractors directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, consistent with Nevada state labor laws. **Under no circumstance** will family, guests or children (under the age of 18) be allowed on the show floor during move-in and/or move-out.

PHOTOGRAPHY - Oscar Einzig Photographers is the official photographer of the **NATIONAL HARDWARE SHOW®**. Please refer to the Oscar Einzig order form under the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for order information. NO PHOTOGRAPHY OR VIDEOTAPING (EXCEPT BY THOSE WEARING VALID **NATIONAL HARDWARE SHOW®** PRESS BADGES). SURVEILLANCE CAMERAS ARE IN USE 24/7.

PRESS ROOM - The **NATIONAL HARDWARE SHOW®** Press Office is located in Room **S226** on Level 2 of the South Hall. Please bring your press releases during set-up for distribution to the working press.

PRIVATELY OWNED VEHICLES (POV's) - All **PRIVATELY OWNED VEHICLES (POV's**) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use. Vehicles containing more than 300 lbs. of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must report directly to **FREEMAN** Marshaling Yard.

Please refer to the SHPPING section of the online manual for further information.

SHOW INFORMATION: A-Z GUIDE

REGISTRATION HOURS – ATTENDEES – BADGES ARE PRINTED ON WHITE BADGE STOCK

****All attendees are utilizing 100% express badge****

Monday, May 4, 2015	**12:00 PM – 5:00 PM***
Tuesday, May 5, 2015	**8:00 AM – 5:00 PM – SHOW DAY**
Wednesday, May 6, 2015	**8:00 AM – 5:00 PM – SHOW DAY**
Thursday, May 7, 2015	**8:00 AM – 3:00 PM – SHOW DAY**

REGISTRATION HOURS – EXHIBITORS – BADGES ARE PRINTED ON WHITE BADGE STOCK WITH LIGHT BLUE STRIPING OVER THE CONTACT INFORMATION

Thursday, April 30, 2015	**Wristbands/Tickets**
Friday, May 1, 2015	**Wristbands/Tickets**
Saturday, May 2, 2015	**Training 12:00 PM – 3:00 PM/ Wristbands**
Saturday, May 2, 2015	**Open 3:00 PM – 5:00 PM**
Sunday, May 3, 2015	**8:00 AM – 5:00 PM**
Monday, May 4, 2015	**8:00 AM – 5:00 PM**
Tuesday, May 5, 2015	**7:30 AM – 5:00 PM**
Wednesday, May 6, 2015	**8:00 AM – 5:00 PM**
Thursday, May 7, 2015	**8:00 AM – 3:00 PM**

REGISTRATION HOURS – FEES (ON-SITE)

ATTENDEE (SHOW ONLY)	**$125.00**
EXHIBITOR	**No Charge**

All Registration Counters are located in Central Hall Lobby Level 1 and South Hall Lobby Level 2

SALE, DELIVERY OF GOODS, AND PRODUCT REMOVAL FROM FACILITY - Retail sales of merchandise during the event is strictly prohibited. "Retail sale" means any sale, other than bona fide commercial sale, for resale at a later time and place. The sale of sample goods is strictly prohibited except to bona fide commercial buyers for resale at a later time and place. Any such sample goods are to be delivered ONLY after the conclusion of the event and must be accompanied by the Exhibitor's bill of sale for verification by security personnel. Violation of this provision subjects Exhibitor to cancellation of its exhibit space without refund.

Removal, sale and / or delivery of merchandise prior to the conclusion of the event are strictly prohibited. Should Exhibitor wish to exchange soiled, worn or damaged floor samples for fresh merchandise, product release forms must be obtained from the designated property check points, completed by Exhibitor and submitted to security personnel at the exit with the merchandise to be exchanged.

SHOW INFORMATION: A-Z GUIDE

SECURITY - Show Management will provide uniformed guards along the perimeter of the exhibit floor on a 24 hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent loses, **however the final responsibility lies with the exhibitor**. If you have items in your booth that are vulnerable to theft, take advantage of the **complimentary storage room** located in Room C102 in the Central Hall or S201 Level 2 of the South Hall to lock up your merchandise during non-show hours.

SHIPPING - Refer to the **SHPPING** section of the online manual for information on your shipping options.

SHOW MANAGEMENT OFFICE - The Show Management Office located in room **N243 level 2 of the Central Lobby and S219 level 2 of the South Hall.** It will be staffed and operational during the following times:

Saturday, May 2, 2015	**8:00 AM – 6:00 PM**
Sunday, May 3, 2015	**8:00 AM – 6:00 PM**
Monday, May 4, 2015	**8:00 AM – 6:00 PM**
Tuesday, May 5, 2015	**9:00 AM – 6:00 PM**
Wednesday, May 6, 2015	**9:00 AM – 6:00 PM**
Thursday, May 7, 2015	**9:00 AM – 5:00 PM**
Friday, May 8, 2015	**8:00 AM – 5:00 PM**
Saturday, May 9, 2015	**8:00 AM – 12:00 PM (noon)**

SHUTTLE BUS SERVICE - Free Shuttle Bus Service to and from the Las Vegas Convention Center (LVCC) and the Official **NATIONAL HARDWARE SHOW®** Hotels are available on Show days.

SMOKING POLICY - Because of the new clean air act passed in the State of Nevada in November 2006, the Las Vegas Convention Center is a non-smoking facility. Smoking is NOT permitted anywhere inside the building during set-up, show days, and tear down. Person caught smoking will be removed from the premises

TELEPHONE SERVICES/INTERNET LINES – COX Business handles all telecommunication services including internet lines and wireless connections at the Las Vegas Convention Center. For more information, please refer to the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual. **Cox Business** will maintain a full staff on-site at the **Exhibitor Service Center** located in the Central Hall Tunnel (5900 Aisle) or in Room N262 above the North Hall.

VEHICLE DEMONSTRATIONS OR EXHIBITIONS - There is a round trip spotting fee per vehicle (ROUND TRIP). Please refer to the **SHIPPNG** section of the online manual for more information.

- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- Vehicles on display

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service
- Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected
- External chargers or batteries are recommended for demonstration purposes
- No battery charging is permitted inside the building. (Including pallet jacks)
- Combustible/flammable materials must not be stored beneath display vehicles
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during exhibit hours
- 36” of clear access or aisles must be maintained around the vehicle
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway
- No leaks underneath vehicles

VENDOR INVOICES - Show Management will have personnel on-hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives

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